

# Blue Ridge Council of Teachers of Mathematics

## Meeting Minutes

August 12, 2019

### Attendees:

- Kelsey Huffman (Roanoke County) – President, Webmaster
- Ashley Swandby (DSLCC) – Treasurer
- Beth Swain (Salem City)

1. Meeting was called to order at 4:15 p.m.
2. How to get new board members was discussed. Kelsey Huffman will contact Donna Snyder in Roanoke City. Ashley Swandby will get in touch with someone in Botetourt County.
3. The minutes from the May 6, 2019 meeting were emailed to the board members. Ashley Swandby made a motion to accept the minutes and Beth Swain seconded the motion. The minutes were unanimously approved.
4. Ashley Swandby presented the treasurer's report. Kelsey Huffman made a motion to accept the report and it was seconded by Beth Swain. The report was unanimously approved.

### New business

5. BRCTM conference
  - Monday, October 7, 2019 at Andrew Lewis Middle School in Salem, Virginia
  - Schedule:

3:45 – 4:30pm	Registration
4:30 – 5:30pm	Keynote
5:40 – 6:30pm	Breakout session #1
6:40- 7:30pm	Breakout session #2
7:40 – 8:30pm	Dinner and Business
  - The following tasks were discussed and assigned (when appropriate):
    - Kelsey will put a note on the website about parking options
    - Theme – STEM? Really need a keynote first!
    - Registration fee will remain \$30 with presenters free and \$15 for students and retirees
    - Kelsey will update the registration forms with necessary updates
    - Flyer/Reminders – will make one once we know the theme; Kelsey will send a save the date to 2018 attendees; Terry will send a save the date to principal/supervisor list
      - Tom Fitzpatrick should be the new supervisor for Roanoke City
    - We need a keynote!
      - Terry will check on Jennifer Lempp and let the board know.
    - Dinner options were discussed; Kelsey will check on a taco bar from the Salad Factory and Beth will check on options in Salem
    - We will all look in to recruiting people to present!
    - We are hoping to keep the conference confined to the 8<sup>th</sup> grade wing; Beth will get a front table, make signs, and check on the cafeteria as a possible keynote spot

- Program and certificates will be created closer to the time of the conference; the certificates should include the time this year.
- Beth will send an email to vendors encouraging them to sign up.
- Ashley will look into fixing the PayPal vendor payment to include multiple tables.

6. The conference was the only new business discussed.

7. The meeting dates for the upcoming year were reminded: Sept 9, 2019; Oct 7, 2019 (conference); Dec 2, 2019; Feb 3, 2020; May 4, 2020. The meetings (other than the conference) will be at RCPS central office at 4:15pm.

8. The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Kelsey Huffman